

## JOB DESCRIPTION

**Job Title:** Specialist Teacher for the Autism/CCN Team

**Directorate & Section/Unit:** Education and Early Help Directorate, SEND support

**Reporting to:** Autism/CCN Team Lead

**Salary Grade:**

**MPS/UPS + SEN 1-2**

**SEN allowance dependent on relevant experience and/or Masters level autism qualification**

**Our People Values:**

To uphold and act in accordance with Worcestershire County Council's values;

- **Customer Focus** – Ensure delivery of a high-quality service which meet the needs of customers.
- **Can Do Culture** – Be proactive to achieve excellence, finding solutions and creative ways of working.
- **Freedom within Boundaries** - Make constructive change through cohesive decision making, ensuring services are responsive.

**Purpose of job:**

You are required to carry out the duties of a specialist teacher as set out in the School Teacher's Pay and Conditions Document.

You will be responsible for a caseload of children as specified by the Team Manager. All work should be undertaken within the guidelines of WCC's policy framework.

You will support schools and settings to increase capacity, confidence and skills in meeting the needs of children and young people who have difficulties relating to autism and complex communication needs from early years/pre-school to further education.

**Main Activities & Responsibilities:**

- To effectively manage an active caseload of CYP with autism/CCN.
- Provide accurate and in-depth assessments of pupils with autism/CCN for a range of purposes including – Statutory Assessment and processes, Diagnostic for Umbrella, Tribunal, School requests for assessments.
- Provide support with embedding the Local Authority's Graduated Response and further, more specialist, recommendations based on an expert knowledge and understanding of autism. This support will be provided to a range of stakeholders up to, and including, Local Authority level.
- Work with Specialist Autism Practitioners to provide advice to schools to facilitate teachers addressing the particular learning, social, communication and developmental needs of pupils with Autism/CCN.
- Work closely with class teachers, SENCOs and learning support assistants in schools to develop effective strategies and interventions in relation to individuals and groups of pupils.
- Outstanding teaching of targeted interventions to individuals and groups of all ages and developmental stages.

- Encourage a co-ordinated approach in addressing a pupil's learning, social, communication and developmental needs to support inclusion, participation and achievement.
- Work effectively with other agencies in a multidisciplinary approach to achieve the best outcomes for the young person.
- Travelling across Worcestershire and, on occasion, outside of the county to undertake responsibilities.
- Efficient management of casework administration, relevant data collection and communicating promptly and effectively with stakeholders.
- Facilitate the delivery of a range of interventions that are deemed to be appropriate to meet the needs of individual pupils.
- Attending role-relevant meetings, including as a representative of the team and feeding back to the team.
- Contribute to the development and delivery of training for all stakeholders, through both commissioned and traded opportunities
- Support a particular agreed area of focus in the team that is of professional interest and aligns with the needs and direction of the team.
- Keep informed of current approaches, teaching strategies and resources relevant to teaching pupils with autism/CCN so that appropriate interventions can be applied in school contexts.
- To deliver Key Performance Indicators (KPIs) as directed by the Team Lead and WCC
- To attend team meetings and contribute to team development activities
- To maintain records of work according to team and organisational policy
- To conform with safeguarding policy and procedure
- Comply with the Data Protection Act and other relevant legislation
- To maintain updated safeguarding knowledge and comply with all procedures
- Report on improved outcomes for children with autism/CCN
- Achieving earnings and contributing to team income targets
- Additional tasks as required in line with business requirements.

#### **Key Outcomes:**

- Provide support and challenge to schools and settings
- Support staff to change practice and develop effective strategies
- Develop and deliver high quality training programmes
- Build effective relationships with school staff, pupils, parents and other agencies.
- Contribute to improved outcomes for pupils with Autism/ CCN
- Contribute to team income targets
- Report to the Team Lead against Key Performance Indicators
- Contribute to maintain and build further the place of the team in the multiagency arena

#### **Relationships:**

##### External

- WCC caseworkers
- Schools, Head-teachers, SENCOs, other school staff
- Health Professionals
- Social Care Professionals
- Children, parents/carers and families

##### Internal

- Accountable to the Team Lead for Autism/CCN
- Partnership working with all members of the Autism/CCN Team  
Collaborating with other Learner Service's Teams

**Generic Accountabilities:**

- Maintain personal and professional development to meet the changing demands of the job, participate in appropriate training/development activities and encourage and support staff in their development and training;
- Undertake such other duties, training and/or hours of work as may be reasonably required by the Team Lead and which are consistent with the general level of responsibility of this job;
- Discharge the health and safety duties commensurate with the post
- Ensure policies and procedures with regard to the safeguarding of children, young people and vulnerable adults are followed at all times
- This post is exempt from the Rehabilitation of Offenders Act and / previously met the definition of Regulated Activity (as defined by the Safeguarding Vulnerable Groups Act 2006) and is therefore subject to an enhanced Criminal Records Check (Via the Disclosure Barring Service, DBS) (as defined by the Police Act).
- Working with some vulnerable children, young people and adults can, at times, be emotionally challenging for which appropriate support will be provided through management supervision. The post holder must be able to deal with such mental and emotional demands.

**Contacts:**

In all contacts the post holder will be required to present a good image of the Directorate and the County Council as well as maintaining constructive relationships.

Internal: Elected Members, Directors, Heads of Service, Senior Managers, Management Teams, Managers & staff across all directorates, Project Staff, Governors, Head Teachers, Teachers, Support and other school-based staff

External: District & County Councils, Government Agencies & Departments, NHS, Clinical Commissioning Groups, Healthcare Professionals, Police, Fire, Probation Service, Educational Settings, Suppliers, Contractors, Service providers, Statutory and Voluntary Organisations, service users, clients, customers, parents & pupils, members of the public, volunteers

**Additional Information:**

- Worcestershire County Council reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility
- Reasonable adjustments will be considered as required by the Equality Act

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Date: